

CALL FOR BIDS
CITY OF MINNEAPOLIS
MINNESOTA

Official Publication No. 7195

August 26, 2009

Municipal Building Commission

For Information Call
(612) 673-2333 David Ybarra

PURCHASING DEPARTMENT
330 Second Avenue South – Suite 552
Minneapolis MN 55401

AN AFFIRMATIVE ACTION EMPLOYER

“BIDS FOR ADC HVAC UPGRADES PHASE III AND PHASE IV”

To furnish all labor, materials, equipment and incidentals necessary to replace variable air volume boxes, heating coils, energy management controls and other related mechanical equipment on the 4th and 5th floors of the western half of the Minneapolis City Hall/Courthouse.

All in accordance with plans and specifications prepared by TSP, 1500 Highway 52 North, Rochester, MN 55901-0273 (507) 288-8155.

Copies of solicitation forms, plans and specifications may be obtained from Engineering Repro Systems, 3005 Ranchview Lane North, Plymouth, MN 55447. Contact the Communication Department at (763) 694-5900. Mail or drop off a **REFUNDABLE** deposit of \$100.00 per contract document. Plans are also available on-line in the Public Plan Room at www.ersdigital.com.

A Mandatory Pre-Bid Meeting will be held at 10:00 AM, CDST, September 16, 2009 in Room 105 City Hall, 350 South 5th Street, Minneapolis, MN. **All interested bidders MUST attend this meeting or your bid will not be considered.**

Scope of Work includes:

Renovation and upgrading of an existing HVAC system including replacement of 79 VAV boxes, heating coils, new energy management and temperature controls, and related work in an area of approximately 60,000 square feet. Existing VAC boxes will be removed and replaced in existing ductwork. Two existing air handling units will be reconditioned including the replacement of valves, coils and bearings. The project will be phased to minimize the square footage of occupied space impacted by the construction at any given time.

Documents will be available for review at N.A.M.C. Plan Room, F.W. Dodge Corporation, Minneapolis and St. Paul Builders Exchanges and MEDA Minority Contractors Plan Room. **NOTE:** The documents issued to the Plan Rooms are for information **ONLY**. If you intend to submit a bid on a City of Minneapolis project, you **must** obtain the documents from the distribution point indicated on the Call for Bids, to ensure having complete project/bidding information.

The successful bidder shall be subject to a pre-award compliance review from the Department of Civil Rights in accordance with Chapters 139 and 423 of the Minneapolis Code of Ordinances. That includes approval of affirmative action plans, subcontracting efforts and, on construction contracts, a written plan to meet employment participation of 11% for both skilled and unskilled minority trade workers and 6% for females. Monthly compliance reports are required to be filed electronically. Filing information can be obtained on the web at www.minneapolis.diversitycompliance.com. Questions on compliance can be directed to the Department of Civil Rights at (612) 673-3012.

The City of Minneapolis hereby notifies all bidders that in regard to any Invitations to Bid, advertisements, solicitations, or contracts to be entered into pursuant to this Plan, businesses owned and controlled by minorities or women will be afforded maximum feasible opportunity to submit bids and /or proposals in response and will not be subjected to discrimination on the basis of race, color, sex, age, religion, ancestry, affectional preference, disability, public assistance status, marital status or national origin.

Prospective bidders' attention is called to Minnesota Statutes 13.591 Business Data. This section states in part:

Data submitted by a business to a government entity in response to a request for bids as defined in Section 16C.02, Subdivision 11, are private or non-public until the bids are opened. Once the bids are opened, the name of the bidder and the dollar amount specified in the response are read and become public. All other data in a bidder's response to a bid are private or non-public data until completion of the selection process. For the purposes of this section, "completion of the selection process" means that the government entity has completed its evaluation and has ranked the responses. After the government entity has completed the selection process, all remaining data submitted by all bidders are public with the exception of trade secret data as defined and classified in Section 13.37. A statement by a bidder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the bid.

Bidders are hereby advised that their bid document may become available to the public once a successful bidder has been chosen.

The City of Minneapolis has adopted an Environmental Purchasing Policy (EPP) that is incorporated into all bids. A copy of the policy can be found at this link:

<http://www.ci.minneapolis.mn.us/council/2008-meetings/20081010/docs/EPP-RCA.pdf>

Prompt Payment: Per Minnesota Statutes 471.425 contractors shall pay all certified small subcontractors for undisputed work completed, within ten (10) days after the City of Minneapolis has paid the contractor for the completed work.

Chapter 471.895 of the Minnesota Statutes prohibits gifts from interested persons to local officials. Local Officials includes any individuals who purchase or advise or recommend on the purchase of goods and/or services.

Conflict of Interest/Code of Ethics: Contractor agrees to be bound by the City's Code of Ethics, Minneapolis Code of Ordinances, Chapter 15. Contractor certifies that to the best of its knowledge, all City employees and officers participating in this Agreement have also complied with that Ordinance. It is agreed by the Parties that any violation of the Code of Ethics constitutes grounds for the City to void this Agreement. All questions relative to this section shall be referred to the City and shall be promptly answered.

All successful bidders(s) will be required to comply fully with the Americans with Disabilities Act of 1990 (ADA).

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Sealed bids will be received and time stamped by the receptionist until **10 A.M. CDST, October 6, 2009** at which time they will be publicly opened and read aloud. **Do not fax** sealed bids to Purchasing.

Bids must be accompanied by a bid deposit in the amount of 2% of the total amount bid in the form of a certified check or bidder's corporate surety bond made payable to the Minneapolis Finance Officer.

Envelopes must bear the name of the firm submitting the bid and be addressed as follows:

**City of Minneapolis Purchasing Department
Official Publication #7195– BIDS FOR ADC HVAC UPGRADES PHASE III & PHASE IV
Bids Opened 10 A.M. CDST, October 6, 2009
330 Second Avenue South – Suite 552
Minneapolis, MN 55401**

The City of Minneapolis reserves the right to waive informalities in bids, to accept or reject any or all bids or any part of any bid. Bids must be typewritten and signed in ink in handwriting.

TWO complete bid form responses, including attachments, are to be returned, one of which **must** be an original.

BIDS CONTAINING ANY ALTERATION OR ERASURE WILL BE REJECTED UNLESS ALTERATION OR ERASURE IS CROSSED OUT AND CORRECTION PRINTED IN INK OR TYPEWRITTEN AND INITIALED IN INK BESIDE CORRECTION BY THE PERSON SIGNING THE BID.